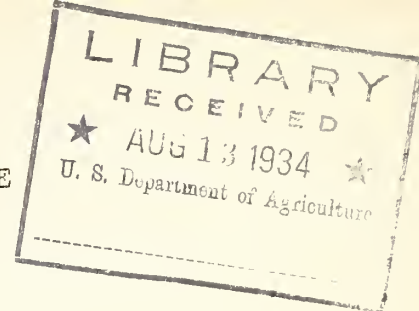


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UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey
Washington, D. C.



July 28, 1930.

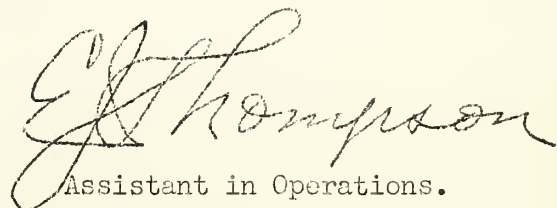
MEMORANDUM TO BUREAU PROJECT LEADERS

There is quoted for your information a communication of June 6, 1930, from the Director of Personnel and Business Administration of the Department.

"One of the bureaus of the Department had recent occasion to adjust the salary of an employee paid on the hourly basis. The compensation normally paid for the class of service upon which the employee was engaged was 35¢ per hour, but, it appearing that the employee would be called upon to use his personally owned automobile for official duty, the compensation was increased at the rate of 15¢ per hour, making the total hourly compensation 50¢. This matter came to the attention of the Solicitor of the Department, who comments on the practice in the following language:

"The Department is without authority to enter into any agreement which includes in the salary compensation the hire of an employee's automobile. There are two ways in which an employee's automobile may be utilized by the Government, (1) by reimbursement on a basis of actual operating expense, and (2) by the payment of not to exceed 7¢ per mile. Any other method is illegal, and the method pursued by the Bureau in the instant case of computing assumed operating expenses and increasing the employee's salary is particularly objectionable."

"In view of this opinion, chiefs of all bureaus and offices of the Department are requested to issue the necessary instructions to the end that reimbursement for official use of personally owned automobiles as an element of compensation or salary may be avoided in the future."


Assistant in Operations.

